

HUMAN RESOURCES STAFF

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Benton County Human Resources

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www.bentoncountyar.gov

GUIDE TO DEPARTMENT SERVICES

Benton County Human Resources



BENEFITS:

- Bravo wellness screenings – Robin
- Counseling services (EAP) - Robin
- Credit unions – Arlene
- Deferred compensation – Arlene
- Family Medical Leave Act (FMLA) – Robin
- Health Fair – Robin
- Insurance general and enrollment questions – Robin
- Insurance claims or coverage questions – Robin
- Leave balances – Dianne
- Open enrollment – Robin
- Retirement – Arlene
- Unemployment – Barbara
- Wellness initiatives – Robin
- Workers' compensation – Robin

EMPLOYEE INFORMATION:

- Change of address - Dianne
- Direct deposit – Arlene
- Insurance beneficiaries – Robin

HIRING ASSISTANCE:

- Job postings – Dianne
- Orientation (Every Friday @ 10:00 a.m.) – Robin
- Payroll requests forms (hires, transfers, promotions) – Arlene
- Pre-employment drug screening – Dianne
- Starting wage questions – Barbara

Management Assistant General:

- Disciplinary documentation – Barbara
- FOIA assistance – Barbara
- Management referrals to the Employee Assistance Program – Barbara
- New personnel, staffing, and reorganization assistance – Barbara
- New policy assistance – Barbara
- Part-time pool scheduling – Dianne
- Position grading – Barbara
- Random drug screenings – Barbara
- Wage studies – Barbara

For questions concerning your paycheck contact Sylvia Trejo, Payroll Coordinator, at X-1966 or 479-268-9617. Sylvia's e-mail is: Sylvia.Trejo@bentoncountyar.gov

Training and Development:

- Annual calendar of training opportunities – Robin
- Assistance with identifying training needs – Robin
- Assistance in identifying training resources – Robin
- Assistance with training system administration – Robin

Miscellaneous:

- Assistance with the American Disability Act regulations – Barbara
- Child Support – Arlene
- Employee policy questions – Barbara
- Employee policy questions – Barbara
- Garnishments – Arlene
- Grievance Hearing Requests – Barbara
- Harassment claims – Barbara
- United Way – Arlene

**** Barbara will serve as back-up if the person assigned is unavailable.**

For questions concerning the employee portal or W-2's contact Gary Rice, Application Specialist, at X-4913 or 479-366-5820. Gary's e-mail is: Gary.Rice@bentoncountyar.gov